

**Mission**

As chief executive officer of county government, the County Executive serves the citizens of Waukesha County by protecting and promoting their welfare, safety, health, and quality of life. The County Executive is responsible for managing administrative functions of county government, which are not vested in other elected officials. In partnership with the County Board of Supervisors and boards and commissions, county government policy is established. In addition, the County Executive is also responsible for overseeing the activities of the Office of Emergency Management and the Community Development Block Grant (CDBG) programs.

**Financial Summary**

	2002 Actual	2003 Adopted Budget	2003 Estimate	2004 Budget	Change from 2003 Adopted Budget	
					\$	%
Personnel Costs	\$374,510	\$406,827	\$402,301	\$415,221	\$8,394	2.1%
Operating Expenses (a)	\$45,442	\$50,290	\$34,186	\$49,940	(\$350)	-0.7%
Interdept. Charges	\$27,863	\$39,254	\$34,485	\$39,553	\$299	0.8%
Fixed Assets	\$0	\$0	\$0	\$0	\$0	N/A
<b>Total Expenditures</b>	<b>\$447,815</b>	<b>\$496,371</b>	<b>\$470,972</b>	<b>\$504,714</b>	<b>\$8,343</b>	<b>1.7%</b>
Interdepartmental	\$0	\$0	\$192	\$0	\$0	N/A
Other Revenue	\$8,863	\$8,250	\$8,600	\$8,600	\$350	4.2%
<b>Other Revenue</b>	<b>\$8,863</b>	<b>\$8,250</b>	<b>\$8,792</b>	<b>\$8,600</b>	<b>\$350</b>	<b>4.2%</b>
<b>Tax Levy</b>	<b>\$438,952</b>	<b>\$488,121</b>	<b>\$462,180</b>	<b>\$496,114</b>	<b>\$7,993</b>	<b>1.6%</b>

**Position Summary (FTE)**

Regular Positions	4.75	4.75	4.75	4.50	(0.25)
Extra Help	0.00	0.00	0.00	0.03	0.03
Overtime	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>4.75</b>	<b>4.75</b>	<b>4.75</b>	<b>4.53</b>	<b>(0.22)</b>

- (a) The operating expenses 2003 estimate includes a 2002 carryover of encumbrances totaling \$1,133 and a request to carryover expenditure appropriations of \$10,000 for consulting services.

**Departmental Objectives**

1. Work with partner municipalities, Sheriff's Department and Department of Public Works as the Waukesha County Communications Center begins operations (2<sup>nd</sup> Quarter 2004).
2. Establish a countywide HazMat team to be provided by the City of Waukesha Fire Department in order to provide cost effective, efficient service to all Waukesha County residents (2<sup>nd</sup> Quarter 2004).
3. Provide guidance to Waukesha County non-profit agencies as they pursue changes in their structure and mission (4<sup>th</sup> Quarter 2004).

**Major Departmental Strategic Achievements from 7/01/02 to 6/30/03**

1. Organized and hosted Waukesha County Non-Profit summit to discuss the role and future of non-profit agencies.
2. Assisted departments and Information Systems in establishing new and revised web pages on [www.waukeshacounty.gov](http://www.waukeshacounty.gov).
3. Worked on economic development initiatives involving GE Medical Systems and Printing Industries of America.

## Customer/Community Service/Advisory Boards

**Program Description**

Provides for public relations between County Government and other entities including other governments, commercial, industrial, non-profit concerns and County citizens. The Boards and Commissions advise the County Executive and departments on policy issues.

**Performance Measures**

% of constituent questions responded to within a 48 hour standard

2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
100%	100%	100%	100%	0%

**Staffing (FTE)**

<b>2.58</b>	<b>2.58</b>	<b>2.58</b>	<b>2.45</b>	<b>(0.13)</b>
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Personnel Costs	\$210,482	\$229,801	\$225,381	\$232,055	\$2,254
Operating Expenses	\$29,843	\$23,015	\$22,600	\$23,795	\$780
Interdept. Charges	\$14,755	\$17,292	\$18,573	\$18,686	\$1,394
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$255,080</b>	<b>\$270,108</b>	<b>\$266,554</b>	<b>\$274,536</b>	<b>\$4,428</b>
Interdepartmental	\$0	\$0	\$192	\$0	\$0
Other Revenue	\$8,708	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$8,708</b>	<b>\$0</b>	<b>\$192</b>	<b>\$0</b>	<b>\$0</b>
<b>Tax Levy</b>	<b>\$246,372</b>	<b>\$270,108</b>	<b>\$266,362</b>	<b>\$274,536</b>	<b>\$4,428</b>

**Program Highlights**

Personnel costs increase primarily due to costs to continue for salaries and employee benefit costs. Also, costs reflect a 0.13 FTE reduction related to the Clerk Typist I/II position that is transferred from this program to the Community Development program to properly reflect actual allocation of time spent in that area. Also, salary per diems for boards and commissions are lowered by \$1,766 overall to be more in line with 2002 actual spending levels.

Interdepartmental charges increase slightly mostly due to increases in end user technology charges and an increase in copier replacement charges.

**Activity**

Provided below is a summary of the boards and commissions staffing and meeting frequency. In 2003, two citizens were added as alternates in the Park and Planning Commission.

**Boards & Commissions**

	Members		Avg. Meetings Per Month
	Co. Board	Citizens	
Federated Library Board	2	5	1.3
Park & Planning Commission	3	6	2.0
Board of Adjustment	0	5	2.0
Solid Waste Management Board	4	5	0.5
Health & Human Services Board	5	4	1.4
Housing Authority	2	3	1.0
CDBG Board	2	9	1.0
Commission on Aging	3	9	1.0

## County Administration/Administrative Services

## Program Description

The County Executive has the authority to appoint department heads and all members of boards and commissions. The County Executive is responsible for the preparation of an executive budget, strategic plans, and for coordination of efficient executive office administrative and clerical support. The County Executive also has responsibility for directing the Emergency Management and Community Development Block Grant functions. County Executive reviews non-represented performance pay recommendations for fairness, consistency, and meeting County evaluation requirements.



## Performance Measures

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Maintain Moody's Aaa Bond Rating*	Aaa	Aaa	Aaa	Aaa	None
Maintain Fitch AAA Bond Rating	AAA	AAA	AAA	AAA	None

\* Waukesha County is one of fewer than 30 counties to achieve the Aaa outstanding rating.

**Standard:** These ratings are based on strong financial management, growth in a diversified tax base, well managed financial flexibility, favorable debt structure and above average social economic factors. The highest ratings for each system are: Aaa for Moody and AAA for Fitch.

<b>Staffing (FTE)</b>	<b>2.17</b>	<b>2.17</b>	<b>2.17</b>	<b>2.08</b>	<b>(0.09)</b>
Personnel Costs	\$164,028	\$177,026	\$176,920	\$183,166	\$6,140
Operating Expenses	\$15,599	\$27,275	\$11,586	\$26,145	(\$1,130)
Interdept. Charges	\$13,108	\$21,962	\$15,912	\$20,867	(\$1,095)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$192,735</b>	<b>\$226,263</b>	<b>\$204,418</b>	<b>\$230,178</b>	<b>\$3,915</b>
Other Revenue (a)	\$155	\$8,250	\$8,600	\$8,600	\$350
<b>Total Revenues:</b>	<b>\$155</b>	<b>\$8,250</b>	<b>\$8,600</b>	<b>\$8,600</b>	<b>\$350</b>
<b>Tax Levy</b>	<b>\$192,580</b>	<b>\$218,013</b>	<b>\$195,818</b>	<b>\$221,578</b>	<b>\$3,565</b>

(a) The revenue relates to the County Executive award luncheon. The offsetting expenditure is included in operating expenses.



## Program Highlights

Personnel costs for the 2004 budget increases primarily due to costs to continue for salaries and employee benefit costs. Temporary extra help increases \$840 or 0.03 FTE to assist in office coverage. Also, costs reflect a 0.12 FTE reduction related to the Clerk Typist I/II position that is transferred from this program to the Community Development program to reflect actual allocation of time spent in that area.

Operating expenses decrease slightly mostly due to a reduction in travel costs to reflect anticipated travel in 2004.

Interdepartmental charges decrease slightly primarily due to a reduction in printing expenses to bring costs more in line with actual spending levels.



## Activity

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Dept. Heads Reporting to County Exec.	9	9	9	9	0
County Staff Eligible for Performance Pay Plan	304	311	316	320	9